



MIAMI BEACH

APPLICANT INFORMATION HANDBOOK

2006 NON-CERTIFIED POLICE OFFICER (POLICE OFFICER TRAINEE) RECRUITMENT

WELCOME

The City of Miami Beach welcomes applications from all qualified individuals and encourages minorities and women to apply. The City is an equal opportunity/drug free employer and does not discriminate on the basis of age, citizenship, pending citizenship status, color, disability, gender, marital status, national origin, religion, or sexual orientation, except where a bona fide job requirement.

Due to the complex nature of the recruitment process, failure to follow instructions, meet a deadline, respond to an attempt to contact within 24 hours, keep a scheduled appointment during the application, testing, background, or any other part of the recruitment process can result in disqualification. The City will not administer any special process for any candidate who fails to adhere to the recruitment standards, nor will the recruitment process be delayed for these reasons.

The City anticipates that this recruitment process will take approximately three (3) months from the beginning of application acceptance until a final list of ranked candidates is developed. However, circumstances may arise to alter that timeframe. Once the final list is established, the background process can take a few weeks to several months or more, depending on where a finalist is ranked.

**THE CITY OF MIAMI BEACH WISHES YOU THE BEST OF LUCK AS
YOU PROCEED THROUGH OUR EMPLOYMENT PROCESS.**

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INTRODUCTION

This booklet was developed for Miami Beach Non-Certified Police Officer (Police Officer Trainee) applicants. It provides an orientation to the job and the different steps in the selection process. Adequate preparation and familiarization with the various parts of the examination process will greatly improve your chances of qualifying on the tests and becoming a Police Officer Trainee with the City of Miami Beach.

If you are serious about an interesting and challenging career as a Police Officer Trainee, you are urged to prepare as thoroughly as possible for the different steps in the selection process.

By signing the job application, you acknowledge receipt of this complete package. You must comply with the requirements contained herein to qualify for employment as a Police Officer Trainee. If you qualify on the examination (Behavioral Assessment Phase (BAP)), you must provide the required documents in order to be considered for employment. **An original and a copy** of all required documents must be submitted to the City upon initiation of the background investigation. Documents must be in English or must be accompanied by a certified English translation. **There are no exceptions.**

THE JOB OF NON-CERTIFIED POLICE OFFICER (POLICE OFFICER TRAINEE)

Nature of Work:

General work as a City sponsored student enrolled at the Southeast Florida Institute of Criminal Justice.

Illustrative Examples of Essential Duties:

- To timely attend and participate in all lectures, demonstrations, applications, formations, inspections, examinations, and any other gatherings conducted as a part of Basic Law Enforcement Courses and remedial training; to study, comprehend, retain, and successfully demonstrate attained knowledge and skills garnered from all lectures, texts, material, data, and any other sources of information on subjects presented by the institute; to safely fire a qualifying score with small arms; to maintain a healthy physical condition and skills necessary to agilely accomplish arduous and aqueous tasks, goals, assignments, etc.; to adapt and adhere to the conduct and attitudes required by Training Advisors, instructors, and administrators of the institute; to be appropriately attired at all times; to do related work as required.

THE JOB OF POLICE OFFICER

Nature of Work:

General police functions in the prevention of crime, protection of life and property and apprehension of criminal offenders, through the enforcement of laws and ordinances and the maintenance of community order through the performance of numerous human services, as well as providing general information and assistance to the public.

Illustration of Duties:

- Patrols assigned area for suspicious persons or signs of criminal activity, and to maintain police visibility.
- Keeps in contact with storekeepers, residents, and others in assigned area to receive complaints, information, and/or reports of crime.
- Maintains community order by responding to calls and situations, which may escalate from minor disputes (e.g., personal problems) to community disorders (e.g., social crises).

- Interviews suspects, victims, complainants, and witnesses to determine nature of incident.
- Communicates with individuals from different ethnic backgrounds.
- Refers citizens, complainants, victims, and offenders in need of additional assistance to appropriate agencies.
- Assists persons with special needs (e.g., domestic violence, child abuse, lost child).
- Completes required forms/reports involved in arrest.
- Develops and maintains an accurate knowledge of legal procedures, enforcement, guidelines, and criminal laws.

THE SELECTION PROCESS

The applicant selection process is comprised of a number of steps, each designed to measure knowledge, abilities or skills which have been found to be essential to the performance of the Non-Certified Police Officer (Police Officer Trainee) and Police Officer duties.

- Qualifications and Special Requirements
- Behavioral Assessment Phase (BAP)
- Criminal Justice Basic Abilities Test (CJBAT)
- Test of Adult Basic Education (TABE)
- Physical Ability Test (PAT)
- Background Investigation, including but not limited to:
 - Medical Evaluation
 - Psychological Evaluation
 - Truth Verification Evaluation

Applicants for the Non-Certified Police Officer Trainee will participate in the Behavioral Assessment Phase (BAP). Applicants will be ranked on the Behavioral Assessment from the highest to the lowest score. Candidates must also pass a Criminal Justice Basic Abilities Test (CJBAT), Test of Adult Basic Education (TABE), and Physical Ability Test (PAT). The BAP ranking will be used to determine a conditional offer of employment. Those candidates who are given a conditional offer of employment will then proceed to the background investigation.

QUALIFICATIONS AND SPECIAL REQUIREMENTS

The State of Florida's Department of Law Enforcement Criminal Justice Standards and Training Commission mandate the qualifications required to be a Police Officer. These qualifications and special requirements will be reviewed during the Background Investigation.

Non-Certified Police Officer (Police Officer Trainee) applicants must:

1. Must pass State guidelines as determined by the Florida Department of Law Enforcement for entrance into the police academy.
2. Be at least 19 years of age and be a standard high school graduate or its "equivalent" as the Criminal Justice Standards & Training Commission (CJSTC) has defined the term by rule. Fla. Stat. § 943.13(1) & (3).
3. Be a citizen of the United States prior to appointment. Fla. Stat. § 943.13(2).
4. Completed a course of basic recruit training approved by the CJSTC, unless exempt, and achieve an acceptable score on the officer certification exam in accordance with Florida Statutes. Fla. Stat. § 943.13(9) & (10).
5. Comply with Section 943.135, Florida Statutes, and CJSTC continuing training and education requirements. Fla. Stat. § 943.13(11).

Age and Citizenship

Applicant must be a minimum of 19 years of age by the closing date of the job announcement (12/15/2006). Prior to appointment, an applicant must be a citizen of the United States. Applicants shall either be a United States Citizen, or have applied for citizenship by the closing date of the job announcement (12/15/2006). Applicants who have not attained citizenship by the time their background investigation process is started may be disqualified. Verification must be accomplished by:

- Birth Certificate; **OR**
- Court documentation attesting to birth in the absence of a record; **OR**
- Current valid U.S. passport
- For Naturalized citizens: Verify age from the Certificate of Naturalization or the Department of Immigration and Naturalization Form G-641; **OR**
- Report of Birth Abroad of a Citizen of the United States issued by a consular office.

Baptismal Certification is not an acceptable verification of age. The Department of Vital Statistics, at your state of birth, may be able to assist.

Any questions regarding this process should be directed to your nearest Department of Homeland Security (U.S. Citizenship and Immigration Services) or the U.S. Secretary of State's Office.

High School Diploma or Equivalent

Applicant must be at least a standard high school graduate or "equivalent" as defined by the Criminal Justice Standards and Training Commission. Verification may be accomplished by:

- Public high school diploma; **OR**
- Private high school diploma accompanied by information concerning school accreditation; **OR**
- Private high school transcript documenting high school curriculum if school is not accredited by a regional accrediting agency; **OR**
- High school equivalency diploma (G.E.D.); **OR**
- Post-secondary degree conferred by an accredited institution; **OR**
- Transcripts showing a secondary education program completion or graduation date; **OR**
- A letter from a School Board District Office verifying completion of a high school program and issuance of a standard diploma; **OR**
- For Individuals who have completed a home school program, documentation that the education program has met the requirements of Section 1002.41 F.S., or of the Department of Education from the state where the home school program was completed; **OR**
- Official transcripts issued by an accredited post-secondary institute identifying an associate in arts degree or equivalency, or higher, or completion of at least 30 semester or 45 quarter hours; **OR**
- High school equivalency diploma (USAFI) certificate issued prior to December 31, 1974, by the United States Armed Forces Institute denoting successful completion of high school equivalency examination; **OR**
- For individuals who have completed a foreign high school diploma: documentation transcribed by a certified translator and complies with CJSTC Rule Section 11B-27.

Graduates from a foreign high school shall be evaluated by the Commission on a case-by-case basis, under the provisions of Section 232.246 F.S., upon the employing agency submitting a written request and a copy of the high school transcript.

Veteran's Preference

Applicant must not have received a dishonorable discharge from any of the Armed Forces of the United States. Verification must be accomplished by:

- Attestation of non-service; **OR**
- Appropriate military records verifying that the individual has not received a dishonorable discharge (i.e. DD214).

The following documents will also be needed:

- Valid Driver's License
- Social Security Card

BEHAVIORAL ASSESSMENT PHASE (BAP)

The BAP will assess abilities that have been found to be important for candidates to have prior to becoming a Police Officer or Police Officer Trainee. Therefore, the areas that are being measured do not require any prior knowledge or experience in law enforcement.

The BAP will present a series of incidents typically faced by Police Officers. You are to respond to these incidents by describing the actions you would take and describing the reasons for your actions. The incidents will be presented on videotape; your responses will be audio taped and scored by a panel of raters.

The BAP will assess your abilities in four major areas/dimensions:

- **Relating Effectively with Others:** Ability to maintain professional demeanor (courteous, non-threatening manner) when dealing with others; ability to interact effectively and equitably with others regardless of gender, ethnicity, age, disability, sexual orientation, or socioeconomic status.
- **Evaluating Information and Decision Making:** Ability to anticipate the consequences of various courses of action; ability to re-evaluate decisions when presented with new information and modify courses of action based on changes in situations; ability to make sound and logical decisions to solve practical problems.
- **Problem Solving:** Ability to devise practical and appropriate solutions to problems using common sense and good judgment; ability to maintain self-control, patience, and persistence in response to frustration, hostility, time pressures, or adversity.
- **Oral Communication:** Ability to communicate orally using proper vocabulary, sentence structure, voice inflection; ability to communicate information clearly and accurately in understandable terms.

Things to Remember When Taking the BAP:

- Be yourself. Assessors are not looking for any certain type of personality. Your behavior should be appropriate for the situation being presented in the question.
- You will get credit only for demonstrated/expressed behaviors. In other words, if you don't say it the assessor will not be able to rate it.
- Think about the four major behavioral dimensions indicated above. These are the behaviors on which the assessors will be rating you.

- You need to provide as much information as possible when answering the questions. Short answers with very little information usually get low scores.
- Give full and detailed responses:
 - Describe everything you would do to handle the situation
 - Explain the reasons for your actions
- Use the information provided to you in the question.
- Do not look for tricks. There are no "tricks" built into the questions.
- Monitor your time; make effective use of the time allowed
- Do not talk to other applicants about your BAP if they have not yet taken the test.

Preparing for the BAP:

It is important to remember that the areas that are being measured by the BAP do not require any particular knowledge or expertise in police work. You should do your best when you are relaxed and ready to answer the questions honestly and comprehensively.

Different people have different ways to prepare for an examination. However, there are certain things that you can do: get a good night's rest; expect to be nervous, but keep it under control.

TEST OF ADULT BASIC EDUCATION (TABE)

The Test of Adult Basic Education (TABE), Level A, is designed to aide successful completion for the academic portion of the Police Academy. It is the most advanced level and has 200 questions. All applicants are required to complete the TABE, Level A, **OR** possess an Associate's degree or higher, **OR** have completed at least 60 credit hours at the college level. The areas that will be tested are as follows:

Reading

Words in Context, Recall Information, Interpret Graphic Information, Construction Meaning, and Evaluate/Extend Meaning

Mathematics Computation

Algebraic Operations, Fractions, Integers, Percents, Decimals, and Subtraction, Addition, Division, and Multiplication of Whole Numbers

Applied Mathematics

Estimation, Geometry, Computation in Context, Pre-Algebra & Algebra, Number Theory, Data Interpretation, Numeration, and Measurement

Language

Punctuation, Writing Conventions, Paragraph Development, Usage, Sentence Formation, and Capitalization

Spelling

Vowels, Consonants, and Structural Unit

To pass the TABE, Level A, you must score an 11.0 on all sections. If you took and passed the TABE, Level A, with a score of 11.0 on all sections on or after November 19, 2005, you will not need to take the TABE, Level A, again, or if you have completed at least 60 credit hours at the college level, or possess an Associate's degree, you do not need to take the TABE, Level A. However, proof of such must be provided to the Human Resources and Risk Management Department no later than 5:00 pm on January 12, 2007.

TABE Locations:

Please find below several locations in the general area that have indicated they offer the TABE, Level A. (Other schools may also administer the exam, so you are encouraged to contact them if these locations are not convenient.) Candidates must contact the locations and follow all requirements in order to take the TABE, Level A. Please advise the location that you are a Non-Certified Police Officer candidate for the City of Miami Beach. All candidates, who do not possess an Associate's degree or higher, have at least 60 credit hours at the college level, who have not taken and passed the TABE, Level A, on or after November 19, 2005, must submit their results to Human Resources and Risk Management by 5:00 pm on January 12, 2007. Failure to meet any of these deadlines will result in disqualification.

DADE COUNTY		
Testing Center	Phone Number	Address
Miami-Dade College	(305) 237-1400	11380 NW 27th Avenue, Bldg. 1, Miami
BROWARD COUNTY		
Testing Center	Phone Number	Address
Bair Community School	(754) 322-2970	9100 NW 21 st Manor, Sunrise
Broward Community College	(954) 201-6790	111 East Las Olas Blvd., Ft. Lauderdale
Piper Community School	(754) 322-1758	8000 NW 44 Street, Sunrise
Sheridan Technical Center	(754) 321-5568	5400 Sheridan Street, Hollywood
Taravella Community School	(754) 322-2400	10600 Riverside Drive, Coral Springs

CRIMINAL JUSTICE BASIC ABILITIES TEST (CJBAT)

The Criminal Justice Basic Abilities Test (CJBAT) consists of 125 questions, which the applicant will have 2 ½ hours to complete. Applicants must obtain at least a 70% to pass the CJBAT. If you passed the CJBAT, on or after November 19, 2005, you do not need to take the test again. The CJBAT consists of questions in the following areas:

Oral Comprehension - involves listening to and understanding words and sentences spoken by others.

Written Comprehension - involves reading and understanding written words and sentences.

Oral Expression - Involves speaking words and sentences so others will understand.

Written Expression - Involves writing words and sentences so others will understand.

Memorization - This is the ability to remember information such as words, numbers, pictures and procedures.

Problem Sensitivity - This is the ability to tell if something is wrong or likely to go wrong.

Deductive Reasoning - This is the ability to apply rules to specific problems to come up with logical answers. This ability involves applying general rules to specific problems.

Inductive Reasoning - The ability to combine separate pieces of information, or specific answers to problems to form general rules or conclusions. It involves the ability to think of possible reasons why things go together, such as giving a logical explanation for a series of events that seem unrelated.

Information Ordering - The ability to correctly follow a rule or set of rules in order to arrange things or actions in a certain order. The rules must be given. The things or actions must be put in order and can include numbers, letters, words, pictures, procedures, sentences and logical operations.

Flexibility of Closure - Ability to identify or detect a known pattern (a figure, word, object) that is hidden in other material. The task is to pick out the disguised pattern from the background material.

Speed of Closure - Ability to quickly make sense of information that at first seems to be without meaning or organization. It involves the degree to which different pieces of information can be quickly combined and organized into meaningful patterns. All the pieces of information presented are relevant to the task, but the meaningful pattern is not known. This contrasts with the flexibility of closure, in which the pattern or object is known, but embedded in distracting background information.

Spatial Orientation - Ability to tell where you are in relation to the location of some object, or to tell where the object is in relation to you. It involves maintaining directional orientation in one's bearings with respect to the points of a compass. The ability allows one to stay oriented in a vehicle as it changes direction and location.

Visualization - Ability to imagine how something will look when it is moved around or when its parts are removed or rearranged. This ability requires the forming of mental images of how patterns or objects would look after certain changes.

Perceptual Speed - This ability involves the degree to which one can compare letters, numbers, objects, pictures, or patterns, both quickly and accurately. The stimuli to be compared may be presented at the same time or in succession.

Selective Attention - This is the ability to concentrate on a task without getting distracted. When distraction is present, it is not part of the task being done. This ability also involves concentrating while performing a distracting (boring) task. This ability involves concentrating while performing a task without being distracted by external stimuli.

Time-sharing - This is the ability to shift back and forth between two or more sources of information. The information can be in the form of speech, signals, sounds, touch, or other sources. This ability involves using information from more than one source rather than concentrating on one task while filtering out distracters.

Applicants who have taken the CJBAT on or after November 19, 2005 can submit their results at time of application, or by providing them to Human Resources and Risk Management by 5:00 pm on January 12, 2007. Failure to meet this deadline will result in disqualification.

Please find below the locations in the general area that have indicated they offer the CJBAT. (Other schools may also administer the exam, so you are encouraged to contact them if these locations are not convenient). Candidates must contact the locations and follow all requirements in order to take the CJBAT. Please advise the location that you are a Non-Certified Police Officer candidate for the City of Miami Beach. All candidates who have not taken and passed the CJBAT on or after November 19, 2005 must submit their results to Human Resources and Risk Management by 5:00 pm on January 12, 2007. Failure to meet any of these deadlines will result in disqualification.

CJBAT Testing Center	Phone Number	Address
Broward Community College Institute of Public Safety	(954) 201-6790	3501 Davie Road Davie, FL 33314
Palm Beach Community College*	(561) 868-3013	4200 Congress Avenue Lake Worth, FL 33461-4796

*If you are going to Palm Beach Community College, you must ask for the I/O Solutions BAT.

PHYSICAL AGILITY TEST

Introduction:

All candidates are required to take a Physical Agility Test (PAT) on or after November 19, 2006 at Broward Community College (BCC) Institute of Public Safety's Criminal Justice Testing Center. PAT test results from prior to November 19, 2006 will not be accepted.

BCC refers to this test as the Basic Motor Skills Test. Please note that the test will not be administered if there is inclement weather. Applicants who do not pass the PAT may retake the test at the applicant's expense. The cost of each test session is \$10.00. BCC requires that applicants wear athletic shoes and appropriate clothing, and refrain from fragrances in consideration of those with allergies, for the practice and test sessions. **Applicants must register in person for the PAT Tuesdays through Fridays between the hours of 8:00 a.m. and 3:00 p.m. NOTE: BCC WILL BE CLOSED FROM DECEMBER 19, 2006 TO JANUARY 2, 2007.**

Optional orientation sessions to the PAT are available on Thursdays, from 4:00 p.m. to 5:50 p.m. **The PAT will be administered on the dates listed below.** The Criminal Justice Testing Center will provide immediate results to the applicant. **The applicant must submit those** results to the City of Miami Beach Human Resources and Risk Management Department (1700 Convention Center Drive; Miami Beach, FL 33139) directly and they must be received by 5:00 p.m. on Friday, January 12, 2007, or the applicant will be disqualified.

Monday, November 20, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Monday, November 27, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, November 30, 2006 beginning at 8:45 a.m.

Monday, December 4, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, December 7, 2006 beginning at 8:45 a.m.

Monday, December 11, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, December 14, 2006 beginning at 8:45 a.m.

Monday, December 18, 2006 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, January 4, 2007 beginning at 8:45 a.m.

Monday, January 8, 2007 beginning at 8:45 a.m. and at 11:45 a.m.

Thursday, January 11, 2007 beginning at 8:45 a.m.

Directions:

Directions for the PAT are below.

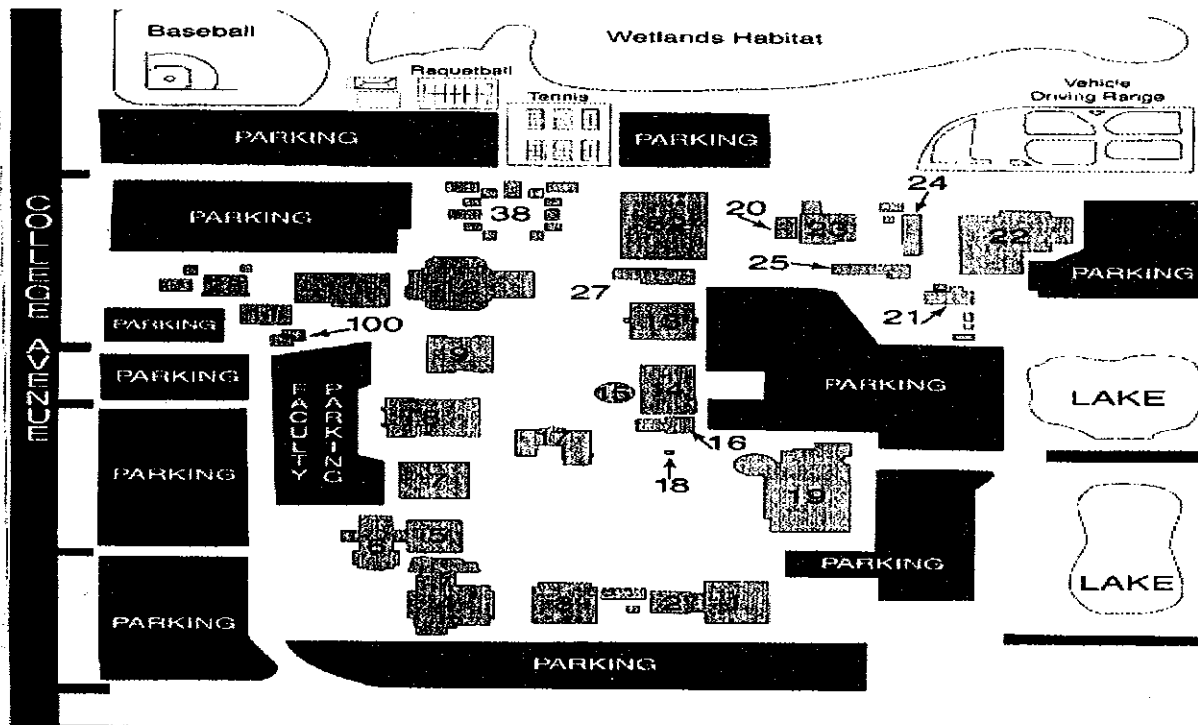
CRIMINAL JUSTICE TESTING CENTER AT THE INSTITUTE OF PUBLIC SAFETY

**3501 Davie Road, Building 21
Davie, Florida 33314**

The Central Campus of Broward Community College is located 1 mile south of I-595 in the City of Davie.

FROM I-95 or the Florida Turnpike: Go west on I-595 to Exit 7 (Davie Road), then south to the first traffic light, after Nova Drive.

FROM I-75: Go east on I-595 to Exit 7 (Davie Road), then south to the first traffic light, after Nova Drive.

**Testing Center Telephone Number and Hours of Operation**

Information Desk 954-201-6931

Monday-Friday.....8:00 a.m. – 4:00 p.m.

PAT Outline

Activity One – Trigger Pull

Activity Two – Long Jump

Activity Three – Vehicle Push

Activity Four – One-Half Mile Run

Activity Five – Job Task Course

ACTIVITY ONE - TRIGGER PULL:

Holding revolver steadily at eye level with arm extended, pull trigger 18 times with strong hand, then change to weak hand and pull trigger 12 times. An applicant who fails the trigger pull is not eligible to continue.

ACTIVITY TWO - LONG JUMP:

Standing on level surface with feet side-by-side and hips width apart, jump forward a distance equal to individual's height.

ACTIVITY THREE - VEHICLE PUSH:

From dead stop, push full-sized automobile forward or backward 20 feet on level, paved surface.

ACTIVITY FOUR - ONE-HALF MILE RUN:

Run one-half mile, on level, paved track, in 5 minutes or less. An applicant who fails the one-half mile run is not eligible to continue.

ACTIVITY FIVE - JOB TASK COURSE:

In two minutes or less, complete the following activity:

Station 1 - HIGH WALL

This station consists of a vertical masonry wall, rising to a height of 6 feet above the running surface. It simulates walls of similar height and construction frequently encountered in business and commercial districts, and enclosing residential developments.

EXECUTION: Approach from the starting point, grasp top of wall with both hands, surmount wall, and drop to ground on opposite side of wall, landing on feet with knees flexed sufficiently to avoid injury. Both hands and both feet may be used in surmounting wall. If unable to execute this station in three attempts, discontinue course or go around wall.

Station 2 - LADDER-PLATFORM-RAMP:

This station consists of a stationary vertical ladder with six rungs and a top crossbar rising 7 1/2 feet above the running surface, a horizontal platform, and a downward slanting ramp. It simulates a variety of obstacles which may be encountered in a foot pursuit, including ladders, building parapets, rooftops and loading ramps.

EXECUTION: Approach from direction of Station 1, ascend ladder using both hands and feet; climb over top crossbar of ladder, proceed across platform and down ramp on foot.

Station 3 - FIXED RAILING:

This station consists of a metal railing approximately 3 feet tall, at a right angle to the direction of the course. It simulates fixed railings of similar height encountered in many locations.

EXECUTION: Approach from direction of Station 2, grasp top rail with both hands, and force body weight over rail, landing on both feet on opposite side. **DO NOT ATTEMPT TO JUMP OVER THIS RAIL OR TO EXECUTE THE STATION WITHOUT USING HANDS.**

Station 4 - CHAIN LINK FENCE:

This station consists of a panel of woven fence in a tubular steel frame, rising approximately 5 feet above the running surface. It simulates chain link fences and gates frequently encountered in foot pursuit.

EXECUTION: Approach from direction of Station 3, grasp top rail of tubular frame, while placing foot high in fence panel. Force body weight over obstacle, landing on both feet on opposite side.

Station 5 - WINDOW:

This station consists of a concrete wall, with a window opening approximately 3 feet, 8 inches above the running surface. It simulates window openings in buildings and other structures which may be encountered during a foot pursuit.

EXECUTION: Approach wall from direction of Station 4: enter window by placing hands on sill, and climbing through, landing on feet on opposite side.

Station 6 - DOOR:

This station consists of a masonry wall with a standard width door which is hinged on the left and opens toward the previous station. It simulates doors and/or gates which might be encountered during foot pursuit, both which must be returned to the closed

position after passage for security, safety, or other reasons.

EXECUTION: Approach closed door from direction of Station 5, grasp knob with either hand, pull door open, release knob and grasp knob on opposite side **WITH SAME HAND** while passing through doorway; pull door closed, engaging latch mechanism before continuing on course. **KEEP HANDS CLEAR OF DOOR EDGE AND DOOR JAMB AT ALL TIMES.**

Station 7 - FIXED RAILING:

This station consists of a metal railing approximately 3 feet tall, at a right angle to the direction of the course. It simulates fixed railings of similar height encountered in many locations.

EXECUTION: Approach from direction of Station 6, grasp top rail with both hands, and force body weight over rail, landing on both feet on opposite side. Turn right 90 degrees, and proceed to Station 8. **DO NOT ATTEMPT TO JUMP OVER THIS RAIL OR TO EXECUTE THE STATION WITHOUT USING HANDS.**

Station 8 - MAZE:

This station consists of sets of parallel wooden rails controlling direction of travel, and requiring two 180 degree changes in direction of travel. It simulates pursuit situations which require quick changes of direction in confined spaces.

EXECUTION: Turn right to enter station from direction of station 7: follow course as restricted by rails, turning right 180 degrees, then turning left 180 degrees. Exit bearing left toward next station. **DO NOT TOUCH RAILS WHILE EXECUTING THIS STATION.**

Station 9 - TUNNEL:

This station consists of a concrete pipe, 8 1/2 feet long, with an inside diameter of 3 feet. It simulates narrow crawl spaces into which officers might have to enter in pursuits, rescue efforts and evidence searches.

EXECUTION: Enter station from direction of Station 8, and crawl through, exiting opposite end. **EXERCISE CAUTION TO AVOID STRIKING HEAD ON UPPER RIM OF PIPE.**

Station 10 - OVERHEAD LADDER:

This station consists of a horizontal overhead ladder, 18 1/2 feet long, with 12 rungs, approximately 7 1/2 feet high. It serves as a test of arm and hand strength, coordination, and stamina.

EXECUTION: Approach from the direction of Station 9, step carefully onto crossbar and grasp first rung. Step off crossbar and move toward opposite end of station, without coming into contact with running surface, by either grasping each successive rung or swinging and grasping every other rung. Exit by dropping to ground, with knees flexed sufficiently to avoid injury. Upon exiting Station 10, turn left and follow running surface to the 180-degree turn, turn right 180 degrees, proceed to next turn, turn left, **STOP**, and begin Station 11.

Station 11 - ROPE GRID:

This station consists of an area 30 feet long, divided by nylon rope to create 12 individual compartments on each side of a center dividing line. It serves as a test of agility, coordination and stamina.

EXECUTION: Enter from left turn by placing left or right foot in the corresponding space of the first pair of compartments. Continue through grid, stepping alternately into each compartment **TO AVOID TRIPPING, EXERCISE CAUTION WHILE STEPPING INTO EACH COMPARTMENT.**

Station 12 - LOG:

This station consists of a log, 40 feet in length, in the center of the running surface, lying parallel to the direction of travel. It serves as a test of balance and coordination.

EXECUTION: Approach from the direction of Station 11, step onto log and walk along the top of the log to the opposite end. **DO NOT RUN ALONG THE TOP OF THE LOG.**

Station 13 - PARALLEL BARS:

This station consists of two parallel steel bars, 7 feet long and 2 feet apart, mounted approximately 4 1/2 feet above the running surface. It serves as a test of hand, arm, and upper body strength.

EXECUTION: Enter from the direction of Station 12, grasp one bar with each hand at the beginning of the gray portion of the bar, and thrust body upward, extending both arms. Proceed forward without touching running surface, by advancing hands alternately. At end of the gray portion, drop to ground carefully, landing on both feet, with knees flexed sufficiently to avoid injury. Turn left, move forward to next turn, turn left again and advance to Station 14.

Station 14 - LOW WALL:

This station consists of a vertical masonry wall, rising to a height of approximately 4 feet above the running surface. It simulates walls of similar height and construction frequently encountered in business and residential areas.

EXECUTION: Approach on running surface, as previously indicated. Place both hands on wall, force body weight upward, and drop to opposite side, landing on both feet with knees flexed sufficiently to avoid injury. Bear to right and continue on course.

Station 15 - POLE RUN:

This station consists of an elongated loop in the running surface, with a narrow turf in infield. At the ends of the infield are two vertical poles approximately 36 feet apart. The station serves as a test of speed, agility and balance.

EXECUTION: Enter from Station 14, passing to the right of pole number one. Proceed around loop two complete laps, making four complete 180-degree turns. Time measurement stops when runner has **COMPLETED SECOND** full turn around **POLE NUMBER ONE**. Exit by **CAREFULLY** stepping off course after completing second full turn around pole number one. **DO NOT TOUCH EITHER POLE AT ANY TIME.**

How to Prepare for the Physical Ability Test

Applicants should become thoroughly familiar with the tasks they will be expected to perform. They should also prepare physically through a conditioning program aimed at enhancing the physical abilities required. You may wish to seek advice from a health fitness instructor or sports physician in order to increase your proficiency in the skills needed to perform the tasks on this test.

BACKGROUND INVESTIGATION

The Background Investigation, Polygraph and/or Computerized Voice Stress Analysis must indicate an individual who is capable of, and suited for, performing the duties and responsibilities of a Police Officer and Police Officer Trainee.

DISQUALIFYING CONDUCT:

Withdrawal during background process:

If the applicant wishes to withdraw his/her application prior to the conclusion of the background process, the applicant must send a notice of such desire in writing to the background investigator. Failure to do so will result in your disqualification for two (2) years from the opening date of the recruitment applied for.

Failure to follow instructions or failure to meet any deadline or keep any appointment during the employment may result in disqualification. The City will NOT administer a special process for any applicant who fails to: follow instructions, meet a deadline, keep an appointment, nor will the City delay processing of any other candidate.

Criminal Charges/Arrests:

Arrests by themselves are not an automatic disqualifying factor; however, the circumstances will be investigated and evaluated. Applicants must disclose all prior arrests or other involvement with the criminal justice system whether as an arrested person or a witness for the prosecution or defense. Applicants must disclose all arrests notwithstanding the fact their records have been sealed, expunged or otherwise closed to public inspection.

Applicants will be disqualified if they have been found guilty of, or have pled guilty or Nolo Contendere to any of the following classes of offenses, notwithstanding suspension of sentence or withholding of adjudication.

- Any felony or any crime against the United States designated as a felony, or any offense in any other state, territory or country which would be a felony if committed in this State at time of application, or:
- Any misdemeanor or any crime against the United States designated as a misdemeanor, or any offense in any other state, territory or county which would be a misdemeanor if committed in this State at the time of application, when such misdemeanor involves:
 - Violence, including abuse or neglect of children, aged or incompetent persons
 - Domestic violence

- Perjury or falsification, including the making of false reports of crimes or falsification of official documents
- DUI/BUI conviction within the last seven (7) years
- Any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state.

Truth Verification Evaluation:

Applicants will be required to take a Truth Verification Examination (i.e., polygraph Computerized Voice Stress Analysis (CVSA). The polygraph and/or CVSA will be two of the methods of uncovering any behavior that may require further investigation. However, it will not be the sole criteria used to disqualify an applicant. A specific issue polygraph or CVSA will be required if the applicant shows deception in the initial examination or the results of the initial examination are inconclusive. When acceptable explanations are developed, the applicant will proceed in the selection process.

Termination by another Police Agency:

Any applicant who has been terminated for cause or who has resigned in lieu of termination by any law enforcement agency or this agency may be disqualified, unless they have been exonerated through a review process or the circumstances have been resolved to the satisfaction of the prospective employer. It shall be the responsibility of the applicant to provide facts that support their suitability to perform as a Police Officer.

Traffic History:

The applicant's driving history will be evaluated to determine any pattern of poor driving behavior with regard to recent experience and seriousness of the respective violations, regardless of the withholding of adjudication by a judge or magistrate. The totality of the applicant's driving history may result in disqualification.

Omissions or Falsifications:

Any falsification or omission of information on the Personal History Questionnaire (PHQ) or on any questionnaire, statement, or document given during any phase of the examination or background process (i.e.; medical, psychological, CVSA, polygraph, etc.) may result in the disqualification of the applicant.

Military Discharge:

Any dishonorable discharge from military service will result in the disqualification of the applicant. Any Discharge less than Honorable or with conditions may result in disqualification.

Scheduled Appointments:

Failure to keep scheduled appointments without reasonable justification will result in disqualification of the applicant. The Background Investigations Unit Supervisor will determine reasonable justification.

Moral Character:

Fla. Stat. §943 empowers the Criminal Justice Standards and Training Commission (CJSTC) to establish guidelines for determining good moral character. CJSTC Chapter 11B-27 shall be used as a reference in determining the moral character of an applicant. Any certified applicant, who has committed a violation of Chapter 11B-27, after certification was issued, will be disqualified.

Other Factors:

Other factors (including but not limited to work history, substance abuse, and credit history) will be evaluated. Applicants may be disqualified, based on the underlying facts and circumstances, and the seriousness of the acts committed.

In addition, applicants must:

1. "Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or Nolo Contendere to or is found guilty of any felony or of a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled Nolo Contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an Officer." Fla. Stat. §943.13(4)
2. Have fingerprints processed. Fla. Stat. §943.13(5)
3. Qualify on a pre-employment, post offer job-related physical examination based upon specifications established by the CJSTC and as scheduled by the City. Fla. Stat. §943.13(6) including but not limited to:
 - a. Hearing test
 - b. Eye test standards include, but are not limited to: uncorrected 20/100 and corrected 20/30; acceptable depth perception and peripheral, night and color (red-green deficiency) vision.
 - c. Urinalysis for controlled substances or evidence thereof. Fla. Admin. Code Rules 11B-27.
 - d. Psychological evaluation.
4. Be of good moral character based on a background investigation and on CJSTC procedures. Fla. Stat. §943.13(7). See also, Fla. Admin. Code Rules 11B-27.

5. Must have a valid driver's license with a good driving record and must obtain a valid Florida driver's license prior to appointment and maintain it throughout employment without any restrictions affecting job performance. Driving Record will be evaluated.

Psychological Evaluation:

After being given a conditional offer of employment, candidates will undergo a psychological evaluation. The psychological evaluation is designed to detect any problem areas the candidate may have in terms of being able to perform the duties of a Police Officer (e.g. anger control, impulsiveness, etc.).

The psychological evaluation consists of a series of self-administered questionnaires and an individual clinical interview. Applicants will be categorized as acceptable, marginal or unacceptable. Acceptable and marginal results will continue in the process. Unacceptable results will be disqualified.

Preparing for the Psychological Evaluation:

There is no way to prepare for the Psychological evaluation. Be relaxed and honest in the way you complete the tests and answer the questions in the interview. Any omission or falsification on the psychological examination questionnaire will result in disqualification from the process.

Medical Evaluation:

The medical evaluation will be administered to applicants after the conditional offer of employment. The medical evaluation is conducted by a physician and includes an assessment of the following areas:

- | | |
|--|-----------------------------|
| ❖ Blood pressure | ❖ Heart |
| ❖ Resting pulse | ❖ Abdomen |
| ❖ Resting respiratory rate | ❖ Skin |
| ❖ Corrected and uncorrected visual acuity | ❖ Neurological |
| ❖ Color and depth perception | ❖ Spine |
| ❖ Night vision | ❖ Extremities |
| ❖ Estimated field of vision | ❖ Mental status |
| ❖ Estimated auditory acuity | ❖ Electrocardiogram |
| ❖ Head, eyes, ears, nose, throat, neck and thyroid gland | ❖ Urinalysis |
| ❖ Thorax and lungs | ❖ Complete blood count |
| | ❖ Blood chemistry pane |
| | ❖ Tuberculosis skin testing |

Any omissions or falsifications in the medical history questionnaire will result in the disqualification of the applicant.

Disqualification:

Criteria stated in the City of Miami Beach's Standard Operating Procedure for Background Investigations for Police/Detention Officer Applicants will be utilized to recommend disqualification of an applicant for Police Officer Trainee. The Chief of Police and/or the Director of Human Resources and Risk Management reserve the right to review and approve the disqualification or disqualify an applicant for other reasons deemed valid by them. Applicants who are disqualified will be ineligible to reapply for 24 months, except that applicants who are disqualified for reasons that are specified by the CJSTC (i.e. felony conviction, etc.) may not ever reapply.

APPLICANT RESPONSIBILITIES

It is the applicant's responsibility to comply with all of the items listed above and below. **Any applicant who does not follow these instructions can be disqualified from the selection process.**

1. Provide complete application packages and all required documentation as listed prior to application submittal.
 - Valid Driver's License
 - Social Security Card
 - Birth Certificate
 - Copy of High School Diploma or Equivalent
 - Veteran's Preference Substantiating Documentation
 - Other documentation as may be required throughout the process
2. CHANGE OF ADDRESS OR TELEPHONE – If the applicant has a change of address and/or change of telephone number(s), then the applicant must send the City notice of such change **in writing to:**

City of Miami Beach
Human Resources and Risk Management Department
(PD Recruitment)
1700 Convention Center Drive
Miami Beach, FL 33139

This notification **must be signed** by the applicant and must include:

Applicant's full name as given on the application
Applicant's Social Security Number
Applicant's new address and/or new telephone number(s)

REASON: At various times during the selection process, it will be necessary for the City to contact applicants by mail or by telephone. The City will move quickly to test and hire applicants. If the City is unable to contact any applicant quickly, such applicant can be disqualified from the selection process.

**THE CITY OF MIAMI BEACH WISHES YOU THE BEST OF LUCK AS YOU
PROCEED THROUGH OUR EMPLOYMENT PROCESS.**